

- Title:** **Technical Writing**
- Date(s):** Four classes anticipated: February-July 2004
- Times:** 0800 - 1600
- Purpose:** This class is intended to provide scientists and engineers valuable skills in writing clear, concise and effective technical documents.
- Learning Goal(s):** At the end of this course, the participants will be able to do all of the following:
- Define the purpose and scope of each technical document that they write, including purpose and use of technical reports.
  - Establish a communication objectives for each technical document they write.
  - Use strategic planning in organizing their technical documents in order to maximize efficiency.
  - Organize technical writing in a logical sequence to convey a clear and accurate message.
  - Separate the planning, drafting rewriting, and editing components of technical writing for improved efficiency.
  - Target technical writing to meet the readers needs to include communicating technical concepts to the nontechnical reader.
  - Prepare subsidiary elements of technical documents, abstrat, executive summary, charts, tables, diagrams, graphics, appendix, that will enhance the document.
  - Edit their documents for accuracy, correctness, brevity, clarity, and read-accessible format.
  - Be familiar with format in the Dahlgrn Division Publications Format Guide.

**Program Eligibility &  
IDP Coordination:**

This course is targeted for Employees at any level who need to improve their technical writing skills.

**Course**

**Description:** The Technical Writing course is a 4-day program developed for scientists and engineers at any level. It enhances participants' skills in writing clear, concise, and effective technical documents. Participants learn to target written communications to meet the reader's needs and to edit their own writing to ensure precision, clarity, and reader-accessible format. Specific topics include all of the following:

- Mastering the Systems Approach to Technical Writing
- Using Strategic Planning to Achieve Results
- Clarifying with Visualization
- Applying the Systems Approach to Document Production
- Editing for Clarity, Correctness, and Consistency: Part One: Words and Phrases
- Editing for Clarity, Correctness, and Consistency: Part Two: Sentences and Paragraphs
- Editing for Clarity, Correctness, and Consistency: Part Three: Titles, Headings, and Numbering